



# ST JAMES SCHOOLS

## **Nursery Assistant Job Description (Full-time position, Term time only)**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### **Summary of The Role**

The Nursery Assistant will be a member of staff at St James Schools and supports the Head of Nursery and Nursery Teacher in the day to day running of the nursery.

Line Manager: The role holder will report to the Head of Nursery.

### **Main Duties**

- To assist in the provision of a high standard of care for children placed in the Nursery in a way that meets their physical, social, emotional, intellectual and developmental needs.
- To give support to all staff within the Nursery.
- To assist with the implementation of the daily routine within the Nursery.
- Responsible to the Head of Nursery, Head of Lower School and the Head of Prep School.
- To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the Nursery Teacher.
- To have a full understanding of the nursery systems of record keeping and keep records of the children's development, using the nursery key worker system.
- Confer with other Nursery staff to compare observations, discuss future planning and any other relevant matters.
- To assist in the provision of an attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, which encourage independence, self-motivation and eagerness to learn.
- To assist in the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development.
- To be familiar with the Early Years Development matters, Montessori practice and ISI guidelines and recommendations of good practice and assist in their implementation.
- To share the responsibility for safeguarding and promoting the welfare of all children in the nursery.

- To assist with the domestic management of the nursery, including ensuring that the nursery is kept safe, secure and clean at all times.
- Be prepared to help where needed in the preparation of snacks, meals, cleaning of equipment etc.
- To be aware of the high profile of the Nursery and the school and to uphold its standards at all times.
- Maintain professional, respectful and positive relationships with other Nursery staff members, Head Teacher, and other colleagues in general.
- To be involved in out of working hours activities e.g. training, staff meetings, Open Days.
- To help children with feeding, changing clothes, toileting etc.
- Help maintain hygienic standards at all times.
- Providing comfort and warmth to a poorly child.
- To ensure meal times are a time of pleasant social sharing.
- To report signs of illness, neglect or apparently non- accidental inquiry.
- Ensure each child is collected in accordance with the collection procedure.
- Any other duties appropriate to the post as directed by a senior staff member.

**Note:** This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.

### **Hours of Work**

- Normal hours of work will be 7:30am to 4.00pm, Monday to Friday, during term time.
- Salary: £17,551 per annum.
- There is no requirement to work during school holidays, except where requested to attend work by the Head of Nursery School.
- There are occasions where you will be required to stay later for example: To attend all staff meetings. Staff meetings take place one evening each week until 5pm, parents' evenings (as appropriate) and INSET (internal and external as requested).

Person Specification:

Desirable qualifications, skills and experience needed for the role include:

- A college course and gained certification in one of the following — a Level 3 Certificate in Childcare and Education or a Level 3 Diploma in Early Years Education and Care
- Previous work experience at a nursery or early years setting or school club, where applicants learned on the job and obtained the child-caring skills necessary for this position
- All applicants will have to pass an enhanced background check
- Flexibility, patience and openness to change

- A caring and nurturing attitude towards children
- Excellent verbal communication
- The ability to remain calm under pressure and work well with others
- Sensitivity and understanding
- A sense of fun, creativity and imagination to provide activities